



FAIRVIEW DEVELOPMENTAL CENTER JOB OPPORTUNITY BULLETIN

SUPERVISING HOUSEKEEPER I

SALARY RANGE	\$2299 - \$2877
TENURE/TIME BASE	Permanent, Full Time
PROGRAM/DEPARTMENT	General Services
FINAL FILING DATE	February 6, 2015

DESCRIPTION OF DUTIES: Under the direction of the Custodian Supervisor II, plans, organizes, and supervises the housekeeping work involved in the care, cleaning, and maintenance of building interiors and exteriors. Give instructions and training to janitorial services staff and performs and assists with janitorial tasks. Assigns work, supervises and provides instruction and training to housekeeping and janitorial employees. Regularly conducts inspections of public and client living area; maintains records and inventories supplies, prepares requests for replacement. Maintains housekeeping practices and standards, providing training on Housekeeping policies and procedures; assists in the on-going improvement of the Housekeeping Safety Program including safety training, inspections, meetings, accident investigation and prevention. Reviews complaints and concerns, and makes or recommends necessary adjustments. Reviews and approves employees' absence and additional time worked. Approves vacation, personal holiday and sick time to ensure that adequate coverage is provided. Other assigned tasks and specialized duties as needed or required.

WHO MAY APPLY: Candidates with list and transfer eligibility for the classification will be considered. Applications will be reviewed and only the most qualified candidates will be scheduled for interviews. **Note:** Appointment subject to State Restriction of Appointment (SROA), Surplus and Re-employment List Procedures, pre-employment physical and fingerprint clearance. Applications can be obtained from the Testing Office of Fairview Developmental Center or from the State Personnel Board website www.spb.ca.gov. **Applications must be received in the Personnel Reception Office by no later than the close of business of the final filing date (4:30 PM). Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. Faxed applications or resumes will not be accepted.**

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO:

FAIRVIEW DEVELOPMENTAL CENTER
TESTING OFFICE, ROOM 211
2501 HARBOR BLVD.
COSTA MESA CA 92627
(714) 957-5255

IMPORTANT: PLEASE INCLUDE THE PROGRAM/DEPARTMENT NEXT TO THE JOB TITLE ON THE APPLICATION OR IT WILL NOT BE CONSIDERED FOR THE VACANCY.

FAIRVIEW IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

CLASSIFICATION TITLE: SUPERVISING HOUSEKEEPER I
RELEASE DATE: 01/26/15